



Richard D. Brown
Acting Director

COMMONWEALTH OF VIRGINIA
Department of Planning and Budget

200 N. Ninth St., Room 418
Richmond, VA. 23219

October 4, 2001

MEMORANDUM

TO: Heads of all state agencies

FROM: Richard D. Brown

SUBJECT: Other reporting requirements

In recent years, the General Assembly has enacted several provisions requiring agencies to make reports of certain information. The following is required annually:

- **Federal spending.** Section §2.2-603 (E) of the Code of Virginia requires that agencies report each year the percentage of their spending that is from federal funds **Form FS**
- **Federal mandates.** Section 2.2-603 (E) of the Code, enacted by the 1997 General Assembly, requires agencies to list any federal regulations or mandates affecting the agency and to estimate the cost of compliance. **Form FM**
- **Federal grants.** Section 2.2-603 (E) of the Code, enacted by the 1997 General Assembly, requires agencies to compile information regarding any federal contracts, loans, or grants in excess of \$1.0 million for which they may be eligible. (Your DPB budget analyst may be contacting you for additional information about your federal grants.) **Form FF**
- **Organizational memberships.** Section 4-5.07 c2 of the 2000 Appropriation Act requires agencies to report on organizational memberships with annual dues of \$5,000 or more. **Form OM**
- **Budget estimates.** Section 2.2-1504 of the Code of Virginia requires that, in each year a biennial budget request is submitted, agencies estimate their budget requirements for the four years after the budget request. **Form BE**

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These forms can be downloaded from DPB's web site at www.dpb.state.va.us. Since the forms are self-explanatory, line-by-line instructions are not included with this memorandum. However, please adhere to the following general guidelines:

State Agency Heads

- Note that Forms FF, FM, and FS are **not** required for institutions of higher education. Form OM, however, is required for institutions of higher education.
- Submit three (3) printed and signed copies of each form by Friday, November 2, 2001 to DPB at the following address:

Reports Clerk
Department of Planning and Budget
Ninth Street Office Building
200 North Ninth Street, room 418
Richmond, Virginia 23219

Your DPB budget analyst will be glad to help you if you have questions about the forms or the information required. Should you wish to have the forms on a disk, please contact your budget analyst.

cc: The Honorable M. Boyd Marcus, Jr., Chief of Staff
The Governor's Cabinet Secretaries
Budget officers of state agencies